

Admin Manual for PIE Database Coordinators

Roles and functions (See appendix 1)

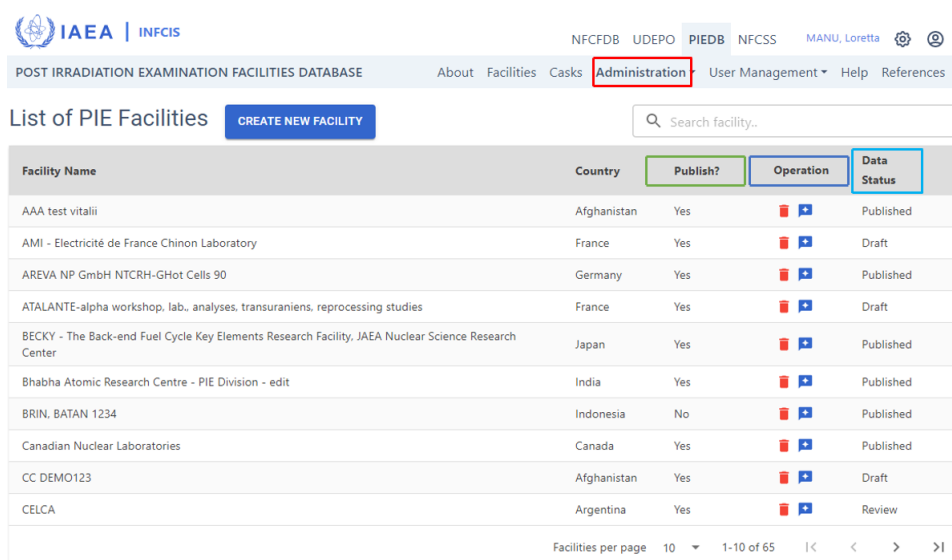
- **Administrator** – IAEA (Mr K.Agarwal, Tel +43(1)2600 22768; email k.agarwal@iaea.org). Administrator registers all participants, adds or deletes information on facility as a whole upon request of Coordinator.
- **Coordinator** – Hot Lab Manager (contact person). Facility Coordinator or country coordinator makes data input/updates on the Hot Lab, its characteristics and techniques into the database website updates and edits data sets when necessary. New or revised data are stored in buffer and go to Reviewer for quality check.
- **Reviewer**- Mr Niklas Snis : email : niklas.snis@studsvik.com Tel: +46 155221229/ +46 760021229 , Studsvik Nuclear AB, SE-611 82, Nykoping, Sweden. The reviewer makes quality check of the data sets created by the coordinator. After his OK data are stored in the main Database server and published.

Session Modes

- Edit (by Coordinator of the facility)
- Review (the Reviewer designated by IAEA and NEA-Hotlab Working Group)

1. Getting Admin List of Facilities (for all roles)

If the user is administrator, reviewer or coordinator then the admin list of the facilities will become available to the user (Fig 1). Clicking on this tab gives a list of facilities with three additional columns. First one is the column which shows if the facility data is published to the public (green box in Fig 1). The second extra column shows possible operations for the user (blue box in Fig 1). The last one shows the data status for the facility (sky blue box in Fig 1).



Facility Name	Country	Publish?	Operation	Data Status
AAA test vitalii	Afghanistan	Yes	 	Published
AMI - Electricité de France Chinon Laboratory	France	Yes	 	Draft
AREVA NP GmbH NTCRH-GHot Cells 90	Germany	Yes	 	Published
ATALANTE-alpha workshop, lab., analyses, transuraniens, reprocessing studies	France	Yes	 	Draft
BECKY - The Back-end Fuel Cycle Key Elements Research Facility, JAEA Nuclear Science Research Center	Japan	Yes	 	Published
Bhabha Atomic Research Centre - PIE Division - edit	India	Yes	 	Published
BRIN, BATAN 1234	Indonesia	No	 	Published
Canadian Nuclear Laboratories	Canada	Yes	 	Published
CC DEMO123	Afghanistan	Yes	 	Draft
CELCA	Argentina	Yes	 	Review

Figure 1

2. Adding new facility (for Administrator role only)

If the user is administrator Click [Add New Facility](#) in main menu (Red box Fig 1). Clicking on this gives a separate window to enter the name of the new facility (Fig 2). After entering facility name, click Add facility button (in Fig 2). This will ask for confirmation then add the new facility to the list.

GENERAL & CELL CHARAC. ACCEPTANCE INFO. REFABRICATION & INSTRUMENTATION STORAGE & CONDITIONING

General

Facility Name*

IAEA Ref No
-PIE

Figure 2

3. Deleting facility (for Facility coordinator and administrator role only)

If the user is administrator, then  is displayed in Operations column in Fig 1). Clicking on this will ask for confirmation then delete the facility data from the database

4. Editing facility information (for Administrator and Coordinator roles)

If the user is administrator, or coordinator and if the facility status is OK or EDIT (in Fig 1)  is displayed in Operations column. Clicking on this, Facility Edit page is displayed. Facility Edit pages has six subparts. The first one is the **General and Cell characteristics part** (first box in Fig 3). The second is the **Acceptance info. part** (2nd box in Fig 3) and also info on facility casks. The third is the **Techniques part** (3rd box in Fig 3). The Fourth is the **Refabrication & Instrumentation part** (4th box in Fig.3). The fifth is the **Storage & Conditioning part** (5th box in Fig.3) and the sixth is **Reference Documents part** (6th box in Fig.3)

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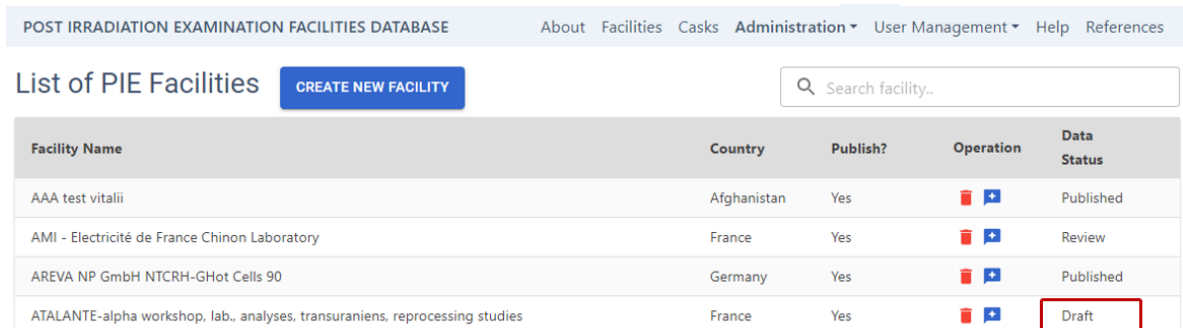
General

Facility Name LHMA - Laboratory for High and Medium Activity - SCK-CEN, Belgium	IAEA Ref No 1-PIE
Country Belgium	Last Update 2009
Address SCK-CEN / LHMA, Boeretang 200, B-2400 Mol Belgium aa	
Contact Person Marc Dewinter	Second Contact Person Ann Leenares
Phone +32 14 33 30 44	Fax +32 14 32 12 16
Web Address http://www.sckcen.be	(Please notify us if you can not reach this web address!)

Figure 3

Edit shows the following screen (figure 4) where the data can be updated

After all changes Save **draft data** will save all the changes on buffer storage before reviewer makes final approval and publishes to the database. Till the data is reviewed by the reviewer or administrator, the facility will show as under ‘Draft’



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AMI - Electricité de France Chinon Laboratory	France	Yes		Review
AREVA NP GmbH NTCRH-GHot Cells 90	Germany	Yes		Published
ATALANTE-alpha workshop, lab., analyses, transuraniens, reprocessing studies	France	Yes		Draft

Figure 4

The facility cocordinator will see the following screen (figure 5) and has options to either delete, reset, or save the draft data and send to review. The facility coordinator should **save draft data** and **send to review** by the reviewer

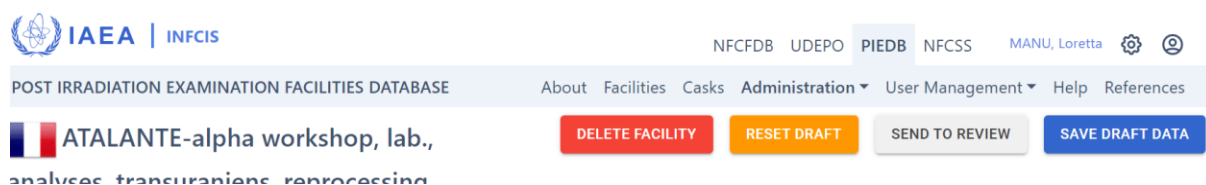


Figure 5

For reviewer, clicking the edit of under ‘Review’ facility will give 2 options (Figure 6). **Reviewed Reject and send email** to coordinator and **Reviewed Publish**.

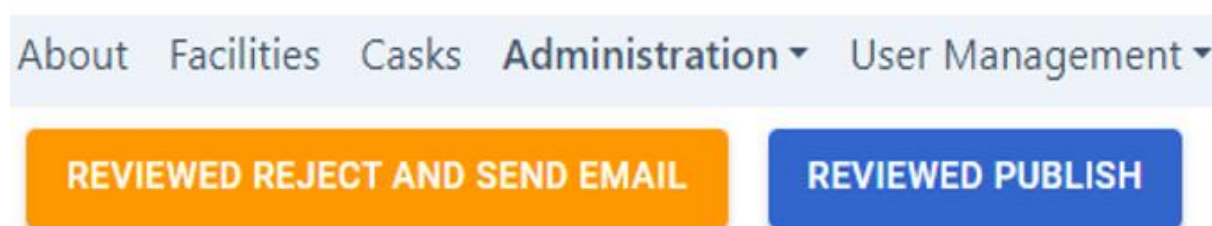


Figure 6

Save to database is for saving data to the main database. The data is copied from the buffer database to the main database. This command is available only in Review session.

Review reject and Send email to is for sending email to coordinator with a copy to Administrator. If the reviewer finds something wrong with the edited data, this function is used to notify the coordinator is for closing the technique details. This does not save the technique data to the buffer database.

Basic Steps for Editing Data

Overall schematic illustration of data edit procedure is given in Appendix 1.

- 1) Goto Admin Page
- 2) Select the facility to be edited ()
- 3) Edit the data in each of the subpages except available techniques
- 4) Save edited data to the buffer database. This puts the data status into EDIT mode.
- 5) Go to facility edit page again by selecting the facility from the admin list ()
- 6) Goto Techniques subpage. Add, delete or edit the available techniques for the selected facility.
- 7) After editing technique details save technique data to the using save draft data.
- 8) After having all the changes **send to review** by the reviewer.

Basic Steps for Reviewing Data

1. Go to Admin Page
2. Select the facility to be reviewed
3. Read/review the data in all subpages
4. If the submitted data is OK save data to the main database using **Reviewed and Publish** tab. If there is something to be changed or reconsidered, **use Reviewed reject and send email tab** to send notification to the data coordinator for the selected facility and the database owner. Similarly Techniques tab will give following screen (figure 7) and use edit tab  for any changes and save to database.

< ACCEPTANCE INFO. <u>TECHNIQUES</u> REFABRICATION & INSTRUMENTATION STORAGE & CONDITIONING REFERENCE DOCUMI >		
ADD TECHNIQUE		
Technique ↑	Type	Operation
asdfasdfsd sd	DE	 
Burnup	DE	 
Clad Chemical Composition	DE	 
Clad Creep Testing	DE	 
Clad Fatigue Testing	DE	 
Density	DE	 
Eddy Current Testing	NDE	 
EPMA	DE	 
Gamma Scanning	NDE	 
Hydrogen Analysis	DE	 
Technique per page 10 ▾ 1-10 of 23 < < > >		

Figure 7

